

# BUS DRIVER

**GRADE: 5**

**FLSA: NON-EXEMPT**

## **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## **DESCRIPTION OF DUTIES:**

Operates the City's senior citizen transportation system buses; transports senior citizens and disabled persons to and from scheduled destinations; assists seniors on and off the bus and with their packages; maintains ridership records. Childcare drivers transports school-aged children after school (approximately 3 p.m. and 12:30 p.m. on early release dates) to City facilities and field trips. Teen programs involve field trips and transportation of Middle School students to City facilities after school hours.

## **QUALIFICATIONS/SKILLS:**

Must possess a Commercial Drivers License (CDL) as issued by the State of Maryland; must have CPR training.

## **EXPERIENCE:**

Two (2) years of experience in operating passenger vehicles.

## **EDUCATION:**

Completion of high school education or combination of training and experience equivalent to high school education.

**DIVISIONS:**

Seniors, Childcare, Teens

8/01